



	No. 06-02
Subject: 2005-06 Year-End Training	Date Issued: 03/30/06
References: CALSTARS Procedures Manual Volume 7	Expires: 06/30/06

PURPOSE:

To provide agencies the 2005-06 year-end training schedule.

BACKGROUND:

Each year, the Department of Finance (CALSTARS) provides year-end training for accounting personnel who are responsible for planning the year-end process and preparing or reviewing the year-end financial reports. This training is designed to discuss any changes to the State Controller's year-end requirements, review CALSTARS year-end closing instructions and increase awareness of the timing, duration and sequence of steps necessary to meet the filing deadlines. Year-end training is presented in three sessions.

SESSION INFORMATION:

Session I – Year-end Planning Seminar:

Session I is recommended for staff who are responsible for the year-end planning function, table maintenance and the year-end review of documents and reports. This seminar covers activities to be completed during April, May and June.

Note: As an alternative to the seminar, a **slide presentation** of the material covered in the seminar may be accessed at www.dof.ca.gov/html/calstars/training/training.htm. This allows staff to review the material at their convenience.

Session II and Session III are recommended for staff who prepare or review year-end financial statements. These sessions are not designed for individuals who are only responsible for recording accruals. Staff should carefully evaluate their level of experience and their anticipated participation in the manual or automated year-end reporting process in order to select the session that will most closely meet their training needs. Staff should not enroll in more than one session.

Session II - Manual Statement Preparation

Session II is designed for staff who prepare or review manual year-end statements. It is available in two and three day classes:

- ❑ The **two-day class** reviews the steps involved in preparing year-end financial reports from fiscal month 13 activities through Year-End Closing and new year activities. This class includes exercises to complete a practice set of manual year-end financial reports. This class also includes a brief overview of the automated year-end statement process for agencies planning to participate in future years. **This class is recommended for staff with 3 or more years of experience preparing and/or reviewing year-end financial reports. Staff who prepare both manual and automated year-end financial reports should attend Session III in lieu of Session II.**

- ❑ The **three-day class** covers the same material as the two-day class, but more time is allowed to explain each step in the year-end closing process and to complete the exercises included in the practice set. **This class is recommended for staff with less than 3 years of experience preparing year-end financial reports.**

Session III - Automated Governmental Cost Funds Statement Preparation:

Session III is designed for staff who prepare or review automated year-end statements. It is available in half, one, and two day classes:

- ❑ The **half-day class** covers **ONLY** the automated year-end process. This class reviews the requirements for participation and the steps involved in preparing and submitting automated year-end financial reports. It includes a review of the DB3 report and an exercise demonstrating the use of automated year-end TCs. **This class is designed for staff of ongoing automated year-end participants*. It is recommended for staff experienced in preparing year-end financial reports that only want instruction specific to the automated year-end process.**
- ❑ The **one-day class** covers the automated process as described above and includes a review of the standard year-end processes such as year-end adjusting entries, FM 13 processing, non-governmental fund reports, and YEC/YEO. **This class is designed for staff of ongoing automated year-end participants*. It is recommended for staff who want an overview of the standard year-end processes and the automated year-end reporting process.**
- ❑ The **two-day class** covers the same material as the one-day class described above, and includes exercises to complete a practice set of manual year-end financial reports. **This class is for staff of first year automated year-end participants** . It is also recommended for staff of ongoing automated year-end participants* who may be preparing or reviewing manual year-end financial reports for one or more Governmental Cost Funds.**

* *Ongoing automated participants are agencies that participated in the automated year-end process last fiscal year and successfully transmitted at least one governmental cost fund or received a "No Data to Transmit" message on the F.2 Screen. Ongoing automated participants are not required to submit Reports 1, 2, 3, 5 or 15, therefore, these reports are not discussed in the half and one day classes.*

** *First year automated participants are agencies that did not participate in the automated process last year. First year automated participants are required to prepare and submit Reports 1, 3 and 5 to SCO, therefore, the manual preparation of year-end reports is included in this class.*

ACTION REQUIRED BY ALL AGENCIES:

SESSION I - YEAR-END PLANNING SEMINAR:

1. Review the attached seminar description. Limit participants to those with direct responsibilities for year-end planning, table maintenance, and year-end review of documents and reports.
2. Follow the registration instructions on the seminar announcement. (NOTE: Registration procedures for the seminars are different from registration procedures for training classes; please follow instructions carefully). Although there is no tuition cost, only registered participants will be admitted to the seminars. Participants will be registered on a first-come-first-served basis. Seating is limited.

SESSION II & III - YEAR-END TRAINING CLASSES:

1. Review the attached class descriptions. Limit participants to those with direct responsibilities for preparing or reviewing the year-end financial reports. Select one session only for each participant.
2. Follow the registration instructions included on the training announcement. The CALSTARS Training Registration form (CALSTARS 102) is attached. Although there is no tuition cost, only registered participants will be admitted to the training classes. Participants will be registered on a first-come-first-served basis.

For questions or assistance with registration, please call Anji Hilton at (916) 445-0211, extension 2811, CNET 485-0211, extension 2811.

/s/Freda Luan-Dun

Assistant Program Budget Manager
Attachment

2005-06 Year-End Training

Session I - Year-End Planning Seminar

- WHAT:** Seminar on year-end activities to be completed during April, May and June.
- WHO:** **This training session is designed for staff responsible for the year-end planning function, table maintenance, and the year-end review of documents and reports.**
- OBJECTIVES:** To provide agencies with the information necessary to plan for the upcoming year-end close process.
- METHODOLOGY:** This seminar reviews year-end preparation, discusses the first chapter of the year-end manual (Volume 7), discusses the requirements for participation in the automated year-end statement preparation process, and reviews COM 06-01 that contains the 2005-2006 Year-end Closing Schedule.
- TUITION:** None
- WHEN:** Section 1 - April 19 9:30 A.M. – 11:30 A.M.
- WHERE:** Department of Finance
915 L Street, **Redwood Training Room (Main Level)**
Sacramento, CA
- REGISTRATION:** Anji Hilton
Department of Finance
CALSTARS
(916) 445-0211 ext 2811
CNET 485-0211, extension 2811
- Please phone Anji Hilton to register for Session I and provide the following information: Name, Department, and phone number. If more than one person is attending from your Department, one person may call and register all attendees.

APPLY EARLY, SEATING IS LIMITED

Note: This presentation is also available for viewing on the CALSTARS website at:
www.dof.ca.gov/html/calstars/training/training.htm.

2005-06 Year-End Training

Session II - Manual Statement Preparation

- WHAT/WHO:** Session II provides instruction on preparing manual year-end statements. It is available in two and three day classes.
- ❑ The **two-day class** reviews the steps involved in preparing year-end financial reports from fiscal month 13 activities through Year-End Closing and new year activities. This class also includes a brief overview of the automated year-end statement process for agencies planning to participate in future years. **This class is recommended for staff with 3 or more years of experience preparing and/or reviewing year-end financial reports.**
 - ❑ The **three-day class** covers the same material as the two-day class, but more time is allowed to explain each step in the year-end closing process and to complete the exercises included in the practice set. **This class is recommended for staff with less than 3 years of experience preparing year-end financial reports.**

Session II is designed for staff who prepare or review the year-end financial reports using only the manual process. It is not designed for staff who are only responsible for recording accruals. Staff who prepare both manual and automated year-end financial reports should attend Session III in lieu of Session II.

OBJECTIVES: Upon completion, participants will understand the requirements for manual year-end financial report preparation.

METHODOLOGY: This class reviews step-by-step financial statement preparation, using Chapters 2 – 6 of the year-end manual (Volume 7). This class includes exercises to complete adjusting entries and a practice set of manual year-end financial reports.

TUITION: None

WHEN:

TWO DAY CLASS Section - Dates	THREE DAY CLASS Section - Dates	OTHER LOCATIONS Section - Dates
Section 5 - May 18-19	Section 1 - May 2-4	Section 15 - May 24-25*
Section 10 – June 7-8	Section 8 - May 31-June 2	Section 16 - June 1-2*
	Section 11 - June 12-14	Section 17 - June 6-7*

All classes are held from 8:30 A.M. - 4:30 P.M.

WHERE: Department of Finance
915 L Street, Basement Training Room (Cypress A), Sacramento

OTHER LOCATIONS: Section 15 – Department of Mental Health, Coalinga State Hospital*
Section 16 – Department of Industrial Relations, San Francisco*
Section 17 – School for the Deaf, Riverside*

Note: Class times for Sections 15, 16 and 17 may vary. Please refer to your welcome letter for starting times.

* *These classes also include a detailed presentation on the automated year-end processes for those agencies participating in automated year-end.*

2005-06 Year-End Training

Session II - Manual Statement Preparation

(Continued)

REGISTRATION: All participants in CALSTARS Training must register in advance by submitting a current CALSTARS Training Registration (CALSTARS 102) form. A copy of the CALSTARS 102 form (revision date of November 2005) is attached for your convenience. The form is also available on the Internet at: www.dof.ca.gov/html/calstars/forms.htm. The form may be submitted electronically, mailed or faxed. All sections of the CALSTARS 102 form must be complete and legible. Incomplete or illegible registration forms may be returned to the participant for further clarification.

Note: Please include your e-mail address and the years of experience you have preparing year-end reports.

The CALSTARS Training Registrar enrolls each participant in their first available choice, and notifies the participant via e-mail. If all chosen classes are full, the Training Registrar places the participant on a waiting list and notifies them via e-mail of their placement on the waiting list. Participants on the waiting list may be contacted if there is a cancellation in one of the scheduled classes.

Each participant will receive a welcome letter by e-mail approximately two weeks prior to the class with instructions of what materials to bring and a map of the location. If you do not have an e-mail address, you will receive this information via mail. Participants who have been notified of enrollment but do not receive a "welcome" letter at least 5 days prior to the scheduled class should contact the Training Registrar.

An agency may send a substitute if the registered participant is unable to attend. Substitute attendees must also submit a completed CALSTARS Training Request (CALSTARS 102) form. Whenever possible, notify CALSTARS of any substitutions before the first day of class. The registered participant should give the "welcome" letter and/or any required training materials to the substitute prior to class.

Cancellations/No-Shows :

The CALSTARS Training Registrar should be notified immediately if a registered participant must cancel a class. A notice of cancellation will be accepted without penalty if received more than 5 calendar days prior to the first day of class. Late cancellations (received 5 calendar days or less before the first day of class) for reasons other than illness or emergencies, will result in agency staff receiving lower priority for registration in future training classes.

REGISTRAR: Anji Hilton, Phone: (916) 445-0211, extension 2811, CNET 485-0211, extension 2811.

2005-06 Year-End Training

Session III - Automated Governmental Cost Funds Statement Preparation

- WHAT/WHO:** Session III is designed for staff who prepare or review automated year-end statements. It is available in half, one and two day classes.
- ❑ The **half-day class** covers **ONLY** the automated year-end process. This class reviews the requirements for participation and the steps involved in preparing and submitting automated year-end financial reports. It includes a review of the DB3 report and an exercise demonstrating the use of automated year-end TCs. **This class is designed for staff of ongoing automated year-end participants*. It is recommended for staff experienced in preparing year-end financial reports that only want instruction specific to the automated year-end process.**
 - ❑ The **one-day class** covers the automated process as described above and includes a review of the standard year-end processes such as year-end adjusting entries, FM 13 processing, non-governmental fund reports, and YEC/YEO. **This class is designed for staff of ongoing automated year-end participants*. It is recommended for staff who want an overview of the standard year-end processes and the automated year-end reporting process.**
 - ❑ The **two-day class** covers the same material as the one-day class described above, and includes exercises to complete a practice set of manual year-end financial reports. **This class is for staff of first year automated year-end participants** . It is also recommended for staff of ongoing automated year-end participants* who may be preparing or reviewing manual year-end financial reports for one or more Governmental Cost Funds.**

* *Ongoing automated participants are agencies that participated in the automated year-end process last fiscal year and successfully transmitted at least one governmental cost fund or received a "No Data to Transmit" message on the F.2 Screen. Ongoing automated participants are not required to submit Reports 1, 2, 3, 5 or 15; therefore, these reports are not discussed in the half and one day classes.*

** *First year automated participants are agencies that did not participate in the automated process last year. First year automated participants are required to prepare and submit Reports 1, 3 and 5 to SCO; therefore, the manual preparation of year-end reports is included in this class.*

Session III is designed for staff who prepare or review the year-end financial reports. Session III is not designed for staff who are only responsible for recording accruals.

OBJECTIVES: Upon completion, participants will understand the requirements for automated year-end financial report preparation.

METHODOLOGY: This class reviews step-by-step automated financial statement preparation, using chapter 4B of the year-end manual (Volume 7). The one and two day classes include a review of Chapters 2, 3, 4A (two day only), 5, 6, and related exercises.

2005-06 Year-End Training

Session III - Automated Governmental Cost Funds

Statement Preparation (Continued)

TUITION: None

WHEN:

HALF DAY CLASS Section - Date Class Times	ONE DAY CLASS Section - Dates	TWO DAY CLASS Section - Dates
Section 13 - June 20 8:30 A.M. – 12:00	Section 3 - May 11	Section 2 - May 9-10
Section 14 - June 21 8:30 A.M. – 12:00	Section 6 - May 22	Section 4 - May 15-16
	Section 9 - June 6	Section 7 - May 24-25
		Section 12 – June 15-16

All one and two day classes are held from 8:30 A.M. – 4:30 P.M.

WHERE: Department of Finance
915 L Street, Basement Training Room (Cypress A), Sacramento

REGISTRATION: All participants in CALSTARS Training must register in advance by submitting a current CALSTARS Training Registration (CALSTARS 102) form. A copy of the CALSTARS 102 form (revision date of November 2005) is attached for your convenience. The form is also available on the Internet at: www.dof.ca.gov/html/calstars/forms.htm. The form may be submitted electronically, mailed or faxed. All sections of the CALSTARS 102 form must be complete and legible. Incomplete or illegible registration forms may be returned to the participant for further clarification.

Note: Please include your e-mail address and the years of experience you have preparing year-end reports.

The CALSTARS Training Registrar enrolls each participant in their first available choice, and notifies the participant via e-mail. If all chosen classes are full, the Training Registrar places the participant on a waiting list and notifies them via e-mail of their placement on the waiting list. Participants on the waiting list may be contacted if there is a cancellation in one of the scheduled classes.

Each participant will receive a welcome letter by e-mail approximately two weeks prior to the class with instructions of what materials to bring and a map of the location. If you do not have an e-mail address, you will receive this information via mail. Participants who have been notified of enrollment but do not receive a "welcome" letter at least 5 days prior to the scheduled class should contact the Training Registrar.

2005-06 Year-End Training

Session III - Automated Governmental Cost Funds

Statement Preparation (Continued)

An agency may send a substitute if the registered participant is unable to attend. Substitute attendees must also submit a completed CALSTARS Training Request (CALSTARS 102) form. Whenever possible, notify CALSTARS of any substitutions before the first day of class. The registered participant should give the "welcome" letter and/or any required training materials to the substitute prior to class.

Cancellations/No-Shows :

The CALSTARS Training Registrar should be notified immediately if a registered participant must cancel a class. A notice of cancellation will be accepted without penalty if received more than 5 calendar days prior to the first day of class. Late cancellations (received 5 calendar days or less before the first day of class) for reasons other than illness or emergencies, will result in agency staff receiving lower priority for registration in future training classes.

REGISTRAR: Anji Hilton, Phone: (916) 445-0211, extension 2811, CNET 485-0211, extension 2811.

STATE OF CALIFORNIA
CALSTARS TRAINING REGISTRATION
CALSTARS 102 (REV 11/05)

TO: CALSTARS Training Registrar
Department of Finance (IMS: A-15)
915 - L Street, 7th Floor
Sacramento, CA 95814
FAX: (916) 323-4049
E-mail: caltrng@dof.ca.gov

REGISTRATION: Fax, mail, or e-mail completed form to address listed above.

REGISTRATION CONFIRMATION: Participants are notified via e-mail of enrollment or placement on a waiting list when classes are full.

A Welcome letter is sent via e-mail to each participant at least 7 days prior to the scheduled training. Registrants not receiving a Welcome Letter at least 5 days prior to the scheduled class should contact the CALSTARS registrar.

SUBSTITUTIONS: Agencies may substitute staff who meet the course prerequisites. Substitute attendees must present a completed CALSTARS Training Registration Form (CALSTARS 102).

CANCELLATIONS, NO SHOWS: Agencies must notify the CALSTARS Registrar of cancellations at least 5 days prior to the scheduled class. The CALSTARS Registrar must be notified of cancellations in the case of illness or unforeseen emergency as soon as possible, but no later than 8:30 a.m. on the day of class.

"No-shows" and late cancellations for other than illness or unforeseen emergencies will cause the agency to be given low priority registration in future training sessions.

"No-shows" and late cancellations for Monarch classes will be charged full tuition (\$200).

TRACK NUMBER	CLASS TITLE	YEARS OF EXPERIENCE PREPARING YEAR-END REPORTS (FOR YEAR-END TRAINING CLASSES ONLY) :
PREREQUISITES: Does the participant meet the prerequisites for the class as stated in the training announcement? YES <input type="checkbox"/> NO <input type="checkbox"/>		BRIEF JOB DESCRIPTION:
Does the training directly relate to the current job assignment? YES <input type="checkbox"/> NO <input type="checkbox"/>		

	SECTION NUMBER	SECTION DATES
1 ST CHOICE		
2 ND CHOICE		
3 RD CHOICE		

TRAINING PARTICIPANT'S NAME (as it is to appear on the training certificate)		PARTICIPANT'S E-MAIL ADDRESS (REQUIRED)	
UNIT		ORGANIZATION CODE	
AGENCY		CIVIL SERVICE CLASSIFICATION TITLE	
ADDRESS	ZIP CODE	PARTICIPANT'S WORK PHONE NUMBER	EXTENSION
	-	()	-

PLEASE DESCRIBE ANY DISABILITIES WHICH MAY IMPACT THE REGISTRANT'S PARTICIPATION IN THE TRAINING CLASS. ALSO IDENTIFY REASONABLE ACCOMMODATIONS (IF ANY) WHICH WILL BE PROVIDED BY THE AGENCY.

NAME OF TRAINING OFFICER OR SUPERVISOR AUTHORIZING ATTENDANCE		SIGNATURE OF TRAINING OFFICER OR SUPERVISOR AUTHORIZING ATTENDANCE	
UNIT		AGENCY	IMS CODE
ADDRESS	ZIP CODE	DATE	TELEPHONE NUMBER EXTENSION
	-		() -

Do not write below this line: TO BE COMPLETED BY CALSTARS REGISTRAR

ENROLLED CLASS DATE	PLACED ON WAITING LIST	REGISTRARS INITIALS	DATE

CANCELLED ON:

☐

DID NOT SHOW

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LATE CANCELLATION